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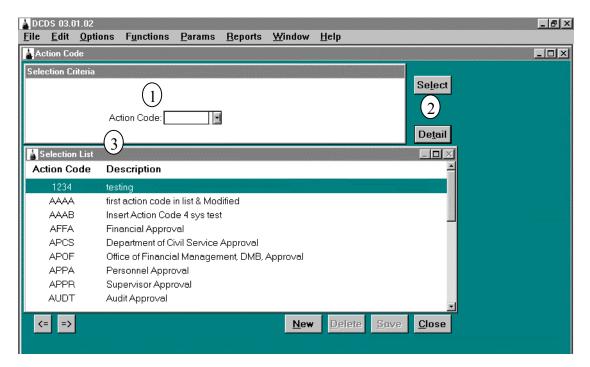
Section 15.2 PARAMS MENU System Tables Action Code

Purpose	This section provides the procedures for a central control agency to add, update or delete codes and descriptions of actions that can be taken on an employee's time, equipment usage, activity or adjustments. This window is inquiry only for non-control agencies	
Window Name	Action Code	
Reminders	 The Action Code window is accessed through the Params, System Tables, A - Action Code items on the menu bar. The Action Code window contains a Selection Criteria window and a Selection List window. The user may select ALL codes by clicking on the Select button, select a specific code from the dropdown list or click on the New button to add a new code. If a specific code is selected the Detail window is automatically displayed. If all codes were selected, highlight the code to be updated or deleted from the Selection List window and click on the Detail button. The user may add a new code from the Select or Detail windows. Only the Approval Action and Description may be changed. 	
References	No specific references	

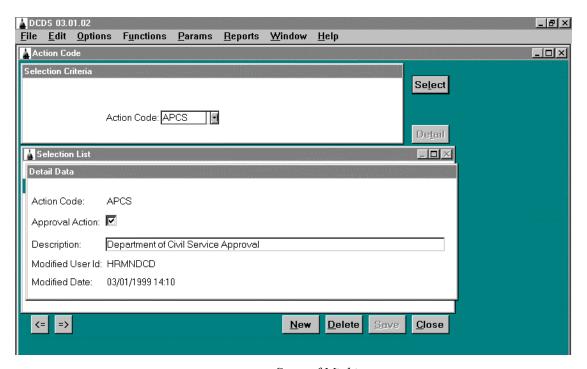
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Action Code

The following window is displayed when \underline{P} arams, \underline{S} ystem Tables, \underline{A} - Action Code is selected from the Menu bar and no selection was entered. The steps are described on the following page.



The following window is displayed when a specific code was selected.



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DCDS Input Procedures Action Code (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Action Code	Select the appropriate Action Code from the dropdown list or enter the Action code. Leave field blank to display all codes in the Selection List window.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	Highlight the code to be updated and click the Detail button. The Detail Data window will then be displayed.

^{*}indicates a required field that must be entered.

Action Code (Selection List)

The following information is displayed:

Field Name	Description
Action Code	The four-character code which identifies the action that may be taken on an employee's time.
Description	The title of the Action Code.

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DCDS Input Procedures Action Code

Follow the steps below to add, update or delete action codes.

Step	Field Name	Action		
Add N	Add New Action Code			
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new Action Code. The New button may be clicked from the Selection or Detail windows.		
Upda	Update Action Code			
	Detail Button	Enter the required selection criteria and click the Select button. The Detail Data window is automatically displayed. The only change that can be made is to the Approval Action and Description.		
Delete	Delete Action Code			
	Delete Button	Enter the required selection criteria and click the Select button. The Detail Data window is automatically displayed.		
		Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Action Code displayed in the Detail Data window.		

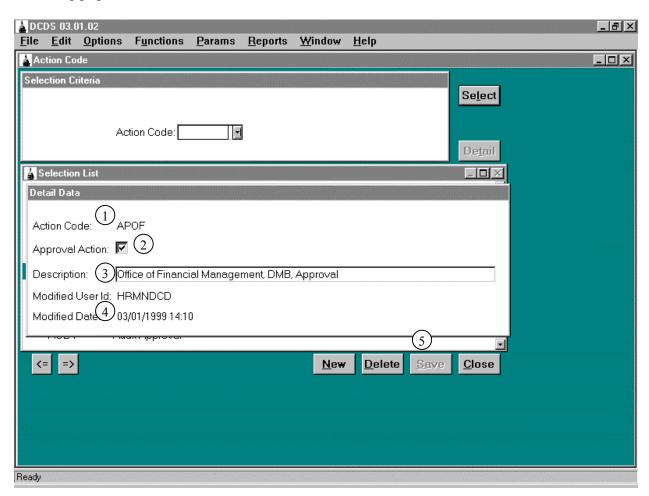
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DCDS Input Procedures Action Code

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following page.



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DCDS Input Procedures Action Code Detail Data Window

Follow the steps below to update or add a new Action Code.

Step	Field Name	Action
1	Action Code*	Enter the new Action Code, for new code.
2	Approval Action	Click on the Approval Action box, if the new action is an approval. If a ✓is displayed and the action is no longer an approval, click on the box and the checkmark will be removed.
3	Description	Enter the title or description of the code.
4	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
5	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the new code or changes.

^{*}indicates a required field that must be entered